

**REQUEST FOR PROPOSALS (RFP)**  
**TOWNSHIP SOLICITOR SERVICES**



**HAMILTON TOWNSHIP**

**Board of Supervisors**

*Township Formed August 29, 1810*

272 MUMMERT'S CHURCH ROAD

ABBOTTSTOWN, PA 17301

OFFICE (717) 259-7237

Web site: <http://twphamilton.com>

**Hamilton Township**

**Adams County, Pennsylvania**

**272 Mummerts Church Road**

**Abbottstown, PA 17301**

**717-259-7237**

**[secretary@twphamilton.com](mailto:secretary@twphamilton.com)**

## **REQUEST FOR PROPOSALS (RFP) TOWNSHIP SOLICITOR SERVICES**

Hamilton Township, Adams County, is soliciting proposals from qualified law firms to serve as the Township's appointed Solicitor. The selected firm will provide legal services for the Township in compliance with applicable laws and regulations.

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### **RFP SUBMISSION REQUIREMENTS:**

Firms are invited to submit proposals that demonstrate their qualifications and experience in providing legal services to municipalities. Submissions should be well-organized and concise, and should include the following information:

#### **A. Transmittal Letter:**

- A brief statement about the firm, its understanding of the requested services, a commitment to perform the work within the desired timeframe, and an explanation of why the firm is qualified for the position.

#### **B. Qualifications and Experience Information:**

1. The location of the primary office from which the work will be performed.
2. Identification and experience of the individual who will serve as the main contact and project manager for the Township.
3. A project team organization chart, including resumes of key team members and their roles.
4. A list of municipalities where similar services are provided, with five (5) references, including addresses and telephone numbers.

#### **C. Fee Schedule:**

- Provide a schedule of hourly rates for all personnel involved. The rates should be valid for calendar year 2025.

#### **D. Insurance:**

- Details of the firm's insurance coverage.

#### **E. Submission Instructions:**

- Please submit six (6) copies of the proposal by **5:00 PM on November 30, 2024:**

**Hamilton Township, Adams County**

**Attn: Board of Supervisors**

**272 Mummerts Church Road**

**Abbottstown, PA 17301**

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### **BASIS FOR SELECTION:**

Proposals will be evaluated based on the following criteria:

#### **A. Experience and Qualifications:**

- Demonstrated experience and qualifications in providing the required types of services.

#### **B. Performance Record:**

- A record of satisfactory performance with other municipalities.

#### **C. Capacity:**

- Ability of the firm to provide the required services in a timely manner.

#### **D. Conflicts of Interest:**

- Absence of conflicts of interest that may affect the performance of services for the Township.

**E. Cost:**

- The proposal will not necessarily be awarded to the firm with the lowest cost. Selection will be based primarily on the qualifications and capabilities of the firm.
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**SCOPE OF SERVICES:**

The appointed Solicitor will be expected to provide the following services:

**Basic Retainer Services:**

1. Maintain a team of knowledgeable personnel ready to serve the Township in a timely manner.
2. Attend twelve (12) meetings of the Township Board of Supervisors per calendar year.
3. Attend Planning Commission meetings and Conditional Use Hearings as necessary.
4. Provide telephone consultation and coordination as required by the Township (excluding detailed investigations).
5. Keep the Township informed of regulatory changes affecting municipal operations.

**Additional Services:** Upon request, the Solicitor may be required to:

1. Represent the Township at special meetings with the public, local boards, and agencies.
  2. Provide other related legal services as needed.
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**RESPONSIBILITIES OF THE TOWNSHIP:**

1. Provide the Solicitor with necessary data, studies, and reports, including ordinances, resolutions, and maps.
  2. Provide accounting and other support services as required to complete assignments.
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**TERM OF AGREEMENT:**

The agreement will be for one year and will automatically renew unless terminated by either party with thirty (30) days written notice.

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**COMPENSATION:**

1. **Basic Retainer Services:** A lump-sum fee of \$[Insert Amount] will be paid for services outlined in the agreement.
  2. **Additional Services:** Compensation for additional services will be based on a fee schedule or agreed upon lump sum, depending on the nature of the assignment.
  3. Invoices will be rendered monthly and should include a detailed itemization of services performed.
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**SOLICITOR AGREES:**

1. To submit detailed, itemized invoices to the Township for services rendered.
  - Invoices should specify the project name, hours worked, and a list of services provided.
  - A total amount billed for each project must be clearly stated.
  - Separate invoices should be provided for each project.